

County Instructions for the IDJC Electronic Submission System

- Step 1:** go to the IDJC website: www.idjc.idaho.gov
- Step 2:** click on: [substance abuse services forms submission](#)
- Step 3:** enter user id and password under the log on section and select [log on](#)
- Step 4:** you will be on the page titled new submission
- Step 5:** enter IJOS/CMS/Other case number
- Step 6:** enter juvenile's last name
- Step 7:** enter juvenile's first name
- Step 8:** using provided calendar, select the juvenile's date of birth
- Step 9:** enter your county work email address
- Step 10:** click [upload documents](#)
- Step 11:** select the type of document
- Step 12:** select browse and choose the document from your electronic files
- Step 13:** select [upload](#)

Note: attach as many documents as required for the client by repeating steps 11 thru 13

- Step 14:** when all documents are uploaded, select [complete submission](#).
- Step 15:** submit another client by selecting [new submission](#)
- Step 16:** [log off](#) when finished.